

Fundraiser Request & Sales Potential Form

For this activity or project to be approved, it must have been listed on the Purpose Statement. Remember to submit a Requisition (blue sheet) and get an approved purchase order number before any ordering is placed. If you need the use of the gym, cafeteria or any other building location, please complete a facilities form.

Today's Date:

Activity Fund/SCC:

School:

Activity Name:

Description of fundraiser activity/event and items to be sold:

Start Date:

End Date:

Monetary Goal:

Pre-sale?

ANTICIPATED RECEIPTS AND EXPENSES

| | |
|--|--|
| Estimated Sales: | |
| _____ @ \$_____ each | |
| _____ @ \$_____ each | |
| _____ @ \$_____ each | |
| TOTAL receipts <u>estimated</u> to be collected: | |
| | |
| Estimated cost of goods/service to be sold: | |
| Security (list vendor name)_____ | |
| Janitorial | |
| Transportation | |
| DJ (list vendor name) _____ | |
| Flowers (list vendor name)_____ | |
| Product sold (list vendor name)_____ | |
| Other (list vendor name)_____ | |
| TOTAL estimated costs: | |
| | |
| Estimated profit: | |

**Submit this form at least two weeks prior to your activity.
 If using tickets, complete a Ticket Accountability Form.
 Don't forget to prepare purchase orders where applicable.
 Don't forget to do your Sales Summary upon completion of the fundraiser.**

Approvals: Activity Advisor:

Principal: